



The United States Agency for International Development (USAID) in Iraq is seeking applications for the one year position (extendable) of:

Project Management Specialist (Governance-Capacity Building Project Management Specialist)
(Capacity Building Office - Baghdad)

SOLICITATION No. 12-015

OPENING DATE: March 18, 2012

CLOSING DATE: April 08, 2012

MARKET VALUE: FSN-11 (USD 40,156 – USD 60,232, basic salary p.a.)

POSITION GRADE: Full performance grade level for this position is: FSN-11. A training grade level, below FSN-11, may be established depending on the education and relevant work experience of the applicant. Base Salary Range will be commensurate with established salary history, qualifications, and relevant work experience.

BASIC FUNCTION OF POSITION:

The incumbent serves as the Project Management Specialist (Governance-Capacity Building Project Management Specialist) in the Mission's Capacity Building Office (CBO). Activities in the Governance-Capacity Building portfolio work closely with Government of Iraq entities at all levels to increase their ability to meet the needs of their citizenry. The Governance-Capacity Building Project Management Specialist will provide support in the management of Governance-Capacity Building programs, as well as input to the design of future programming. The Governance-Capacity Building Specialist will be tasked with a range of responsibilities including liaisons with Government of Iraq (GOI) counterparts, providing substantive programmatic guidance to Governance-Capacity Building implementing partners, and participating in relevant inter-agency meetings. Other tasks may include review and approval of work plans and quarterly reports submitted by implementing partners, participating in monitoring and evaluation field visits at the provincial level, and developing recommendations to address any program implementation challenges. The Governance-Capacity Building Project Management Specialist's tasks will be focused on providing support to a number of GOI ministries and provincial offices. These tasks will likely include travel throughout Iraq. The Governance-Capacity Building Project Management Specialist will also provide professional advice to the Mission Director, other USAID offices, and as appropriate to the U.S. Embassy, other donors and implementing partners on policy and strategy. S/he will also be expected to articulate, orally and in written memos, the status of activities in the Governance-Capacity Building sector.

The Capacity Building Office holds one of the largest and most diverse portfolio's in the USAID/Iraq mission. CBO's current portfolio includes the Administrative Reform, Primary Health Care, Education surveys, and Governance Strengthening projects. An additional project in the Education sector is expected to be added to the portfolio in the near future.

MAJOR DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Governance-Capacity Building Project Management Specialist will include, but are not limited to the following:

A. ACTIVITY MANAGEMENT RESPONSIBILITIES: (90%)

Governance-Capacity Building Technical Support: (40%)

- Serves as the Activity Manager and/or Contracting Officers Representative (COR) for Governance-Capacity Building activities
- Performs a variety of research, reporting, and analytical duties to provide programmatic and technical management of USAID/Iraq Governance-Capacity Building activities
- Maintains current information on the status and processes of governance and public sector capacity building developments in Iraq, conducts research, independent analysis and interpretation
- Drafts and processes activity documentation for clearance
- Monitors Governance-Capacity Building activity expenditures. Provides reports, as required, on the financial status of activities.
- Provides inputs for Congressional notifications and other information requests and reports related to Governance-Capacity Building activities.
- Recommends administrative approvals or brings issues of concern to the attention of the assigned supervisor
- Recommends actions to USAID/Iraq and USAID/Iraq partners regarding program activities
- Follows up on these recommendations to ensure implementation. Resolves program issues or brings them to the attention of appropriate staff.

Official Interaction, Communication and Liaison: (30%)

To maintain dialogue in support of Governance-Capacity Building activities, the incumbent builds cooperation with Iraqi counterparts. The Governance-Capacity Building Project Management Specialist will liaise with local and national GOI officials, non-governmental organizations, other donors and other USAID implementing partners. The Governance-Capacity Building Project Management Specialist will be required to build and maintain a productive professional working relationship with all USAID employees (e.g., USAID/Iraq and USAID/Washington), other USG and donor agencies, and specific stakeholders in Iraqi society that have an interest in Governance-Capacity Building activities. Communication may be in person, by phone or written communication, in English and/or Arabic as the situation requires.

Monitoring & Evaluation: (20%)

The Governance-Capacity Building Project Management Specialist will assume a key role in the regular monitoring and evaluation of Governance-Capacity Building activity implementing partners. S/he will perform site visits to program locations in, as well as outside, Baghdad to monitor the performance of programs and to keep abreast of project developments. Working with the CBO Performance Management Specialist, the incumbent will consult closely with the USAID/Iraq Program Office and provide substantial technical guidance to one or more activity-specific Performance Management Plans (PMPs), support the CBO in monitoring and evaluating performance of contractors implementing Governance-Capacity Building activities, including measuring program progress against established goals; collect and distribute partner reports, and maintain report tracking systems. S/he will monitor partners' work plans and achievements and provide direction on implementation; contribute to the collection and synthesis of performance data from USAID/Iraq's cooperating agencies, local partners, and other international organizations for Governance-Capacity Building activity PMPs; and contribute quantitative and qualitative input into the Mission's annual report or similar document.

As requested, s/he will serve as a member of Mission teams responsible for guiding the development, implementation, and evaluation of USAID/Iraq assistance to support Governance-Capacity Building activities, cross-cutting themes or other sectors.

B. PERFORMS OTHER DUTIES AS REQUIRED (10%)

The Governance-Capacity Building Project Management Specialist will, as required, join in preparation of special briefings and, may accompany visitors to explain activities and liaise with implementing partners and Iraqi government or private sector counterparts. S/he will support the organization of USAID Mission events and represent USAID in relevant donor coordination events. The incumbent will be expected to broaden his/her knowledge of the other activities in the Capacity Building Office and Mission, and to provide support when work loads are extreme or when other Specialists are on leave.

MINIMUM QUALIFICATIONS AND SELECTION CRITERIA

- a. Education (10 points):** University degree in a relevant area such as public administration, economics, international economic development, business, finance, political science, international relations, international development or law is required.
- b. Experience (40 points):** Minimum of five (5) years of experience managing and/or implementing activities that include public sector capacity building, governance and/or institutional strengthening activities, or other relevant experience is required, Experience with a U.S. government agency, international/local organization, international donor, Iraqi governmental or private organization is preferred.
- c. Language Proficiency (10 points):** Level IV (fluent) English and Arabic is required, including reading and writing.
- d. Knowledge (15 points):** Knowledge of the concepts and principles in modern techniques and practices in governance and public sector capacity building; Knowledge and understanding of the current governance situation in Iraq; Knowledge of the economic, political, social and cultural characteristics of Iraq that affect governance and public sector administration.
- e. Skills and Abilities (25 points):** Proven ability to work independently with minimal supervision or guidance; attention to detail and ability to complete work by established deadlines; ability to effectively manage more than one activity at a time, to work from oral or written instructions, to organize, prioritize, and complete assignments with minimal oversight; ability to quickly and accurately draft documents that meet USAID organizational standards, to objectively furnish information and advice in assigned areas and to work effectively as a team member in USAID/Iraq's culturally diverse Mission environment; Strong interpersonal skills to establish and maintain strong contacts with counterparts both inside and outside of USAID and to explain USAID's Governance and Capacity Building activities, strategy, and objectives at different levels; ability to identify, assess and resolve impediments to project implementation; ability to analyze data and to report findings, including recommendations for subsequent planning and implementation; ability to keep abreast of the issues in the governance and public sector administration sector and to package this information for easy access and use by other Mission personnel; excellent computer skills including all Microsoft Office applications, such as Word, Excel, and Power Point, and other data management tools

How to apply for this Solicitation

Interested applicants MUST submit the following materials:

- 1-Most current Curriculum vitae or resume;
- 2-One page cover letter that describes how prior experience and/or training addresses the selection criteria in this solicitation.
- 3- Complete and hand-signed federal form OF-612 which is available at the USAID websites, www.usaid.gov/forms/, or at Federal offices;
- 4- Three references, who are not family members or relatives, with telephones and e-mail contacts;
- 5- Applicants must quote the solicitation number and position title on the subject line of e-mail application.

Applications must be e-mailed to: iraq-jobs@usaid.gov.

USAID/Iraq reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Applicants are required to submit completed and hand-signed federal form OF-612 (including OF-612 continuation sheets as needed) including other documentation/information listed above.

Late, incomplete or unsigned applications will NOT be considered.

Applicants should retain for their records copies of all enclosures which may accompany their applications. Do not attach original documents to your application as they will not be returned.

USAID/IRAQ is an equal opportunity employer committed to a staff composition that reflects the social and ethnic diversity of Iraqi society. Applicants from disadvantaged and under-represented ethnic groups, women, and people living with disabilities are encouraged to apply.

USAID Iraq
EXO/Human Resources
Job Application
USAID Compound
Email: iraq-jobs@usaid.gov